

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
<b>April/May 2008</b>						
<b>April 29 Tuesday</b>	ICQ Issued					
<b>April 30 Wednesday</b>	COA Changes including Department Structure should be established for the roll					
<b>May 2 Friday</b>	Tables roll from 2008 to 2009.					
<b>May 6 Tuesday</b>	STAR					
<b>May 7 Wednesday</b>	Evaluate COA for FY2009 entry					
<b>May 8 Thursday</b>	Roll Budget Structure 82 (Central Rev)					
<b>May 10 Saturday</b>	Fringe/Indirect Program Asset Generation	MMARS Unavailable				
<b>May 12 Monday</b>	Roll Budget Structure 81 (Central Expense/Sub)	Note that FY2008 multi- year encumbrances must be entered /modified in MMARS by 5/28 to be included in the roll.				
<b>May 13 Tuesday</b>	AM: Close/Open Meeting Federal Reserve Bank, Boston  PM: Single Audit Meeting Federal Reserve Bank, Boston					
<b>May 14 Wednesday</b>	Roll Budget Structure 89 (Central Expense)					

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
<b>May 15 Thursday</b>	<p>AM: Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury</p> <p>PM: Single Audit Meeting Hoagland-Pincus Shrewsbury Conference Center</p>					
<b>May 15 Thursday</b>	Roll Budget Structure 85 (Dept Rev)					
<b>May 17 Saturday</b>	Roll Budget Structure 83 & 84 Dept Expense & Dept Expense/ Sub	MMARS Available				
<b>May 23 Friday</b>	House 1 Load for 2009  MMARS is available for FY2009 Chart of Accounts validation, Budget Roll validation, and Department Budget Setup.	Per ANF's memo, final day for encumbering FY2008 budgeted funds = to or >\$25,000 without prior approval of ANF.		Per ANF's memo, final day for entering payroll holds for FY2008 budgeted funds >\$25,000 without prior approval	Departments should reconcile accounts, all PRRV, ER, CR should be done through end of April	GAAP Distribution #1 GAAP Instructions
<b>May 24 Saturday</b>	MMARS Available					
<b>May 26 Monday</b>	MMARS Available					
<b>May 27 Tuesday</b>				Payroll runs		
<b>May 28 Wednesday</b>		Last day for FY2008 multi-year encumbrances to be entered/modified in MMARS to be included in the roll.				
<b>May 29 Thursday</b>	Departments should complete any 2009 Departmental/Cost Accounting budget setup and entry.	Contract Roll Preparation Suspension of department ability to enter, edit, validate or submit RQS, RPO, PC, and CT documents				

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
May 30 Friday		Contract Roll Preparation Suspension of department ability to enter, edit, validate or submit RQS, RPO, PC, and CT documents		LCM Rules Roll		
May 31 - Jun 1 Saturday & Sunday	Contract Roll MMARS Unavailable					
June 2 Monday		Submit ISAs (new or renewal) to CTR Contracts Unit  FY 2009 MMARS Opens for Pre-Encumbering and Encumbering	All FY2008 payments must reference encumbrances	All current POAA rules are given end date of 6/30/2008  Departments begin to validate and submit rolled FY09 POAA rules  LCM Rules Roll (POAA)  Departments begin to request new FY2009 POAA rules and alternate accounts	Reconcile Revenue through April using the NGA208W	
June 6 Friday				FY2008 Payroll Refund Receipt Vouchers (PRRV) paperwork due to Retirement Board for any Payroll Period Ending through April	Last day to submit FY2008 Write Off Requests to CTR	
June 7 Saturday	MMARS Unavailable					
June 8 Sunday	MMARS Available 9-2					

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
<b>June 13 Friday</b>	All BGCN/BGCS for transfers must be submitted to General Accounting Bureau  Deadline for approval of FY2008 BGTS by ANF	Target date for finalizing routine FY2008 encumbrances and ISAs for all appropriation types (5:00 P.M.).  Target date for Ready Payments Contracts w/start date of July 1 <sup>st</sup> due at CTR.  Target date for finalizing FY2009 ISAs w/start date of July 1 <sup>st</sup>			Target date for cleaning up any REs and CRs remaining that are not in final status and for processing all customer overpayment returns.	
<b>June 14 Saturday</b>	MMARS Unavailable					
<b>June 15 Sunday</b>	MMARS Unavailable					
<b>June 20 Friday</b>				Last day to submit garnishment orders (HR/CMS) to CTR Payroll staff for pay period ending June 21 <sup>st</sup> .		
<b>June 21 Saturday</b>	MMARS Available			Target Date PRRV entered (by Departments) into MMARS for non-continuing accounts		
<b>June 22 Sunday</b>	MMARS Available 9-2					
<b>June 23 Monday</b>				Last day for posting payroll exceptions for pay period ending June 23rd	Reconcile revenue through May using NGA208W	
<b>June 28 Saturday</b>	MMARS Available					
<b>June 29 Sunday</b>	MMARS Available 9-2					

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
<b>June 30 Monday</b>		Last day to Process all FY2008 Transactions Requiring CTR/ANF Approval  Last business day to fully execute FY 09 contract renewal amendments with a July 1 start date and the last day for the vendor to confirm the receipt of a written notice of 30 day contract extension if necessary.	Last day CTR will accept 2008 Prior Year Deficiency payments		Enter all PRRV, ER as required.	Last day to Process all FY2008 Transactions Requiring CTR/ANF Approval  Last business day to fully execute renewal amendments with a July 1 start date. If a contract extension is necessary, last business day for vendor to confirm receipt.
<b>June 30 Monday</b>	Irregular Balances must be resolved in appropriation types 1CN, 1CS, 1RN, 1RS, 1IN, 1IS, 2CN, 3TN		Last day to receive goods, services and other performances for FY2008	Last day to enter FY08 Payroll Holds in MMARS.	Last day to receive cash for FY2008  Enter 2008 – AR by 6/30	

**July 2008**

<b>June 30, July 1 Monday &amp; Tuesday</b>				LCM predictives available		
<b>July 1 Tuesday</b>			FY2008 Accounts Payable Payments begin.		Cash Cut Off - 2008 Cash Must be Deposited by Noon  Enter final FY2008 PRRV,AR, ER, CR	
<b>July 3 Thursday</b>					Final day to enter FY2008 REs Verify all 2008 CRs are Final  Verify all ER/AR documents have been approved for docs entered by 7/2	

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
<b>July 4 Friday</b>	MMARS Available					
<b>July 5 &amp; 6 Saturday &amp; Sunday</b>	MMARS Unavailable			LCM Predictive run	RE Rolls	
<b>July 7 Monday</b>			Notify CTR APB of need for FY2008 Advance exceptions	Last day to enter Split Year Payroll for PPE 7/5.  All FY2008 payroll reject transactions and payroll accounts with negative uncommitted and unexpended balances must be corrected.		GAAP Distribution #2
<b>July 8 Tuesday</b>				Split year payroll process.		
<b>July 9 Wednesday</b>	MMARS Unavailable ½ day AM					
<b>July 11 Friday</b>			Target date for accounting FY2008 advances (EAs)	FY2008 PRLIF/LDE/PRADJ Transactions with negative uncommitted and unexpended balances must be corrected in MMARS.	Verify all PRRV have been approved.	Final day to enter FY2008 fixed asset additions, disposals, changes, and transfers.
<b>July 12 Saturday</b>	Period 12 Fringe and Indirect Costs posted					Program Asset Generation
<b>July 13 Sunday</b>	MMARS Available					
<b>July 14 Monday</b>						FY 2009 Fixed Asset processing begins

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

<b>Date 2008</b>	<b>Appropriation/ Account Management</b>	<b>Encumbrance Management</b>	<b>Disbursement Management</b>	<b>Payroll Management</b>	<b>Revenue Management and Cash Receipts</b>	<b>Other</b>
<b>July 18 Friday</b>	Roll uncommitted balance for appropriation types 2CN, 3TN, 3TX, (excluding Fed Grants 4FN)  BF to begin					Final HMBEN008 Compensated Absences balance report as of 6-30-2008 (available on document direct) for audit.
<b>July 19 Saturday</b>	MMARS Unavailable					Depreciation for period 12 run
<b>July 20 Sunday</b>	MMARS Unavailable					
<b>July 21 Monday</b>				Last day to enter AP payroll for Pay Period Ending 7/19/2008.		
<b>July 28 Monday</b>			All event type PR 22 for CEC's/GAEC's must be offset			
<b>July 31 Thursday</b>					Preliminary estimate for statutory receivables	

**August 2008**

<b>August 4 Monday</b>				Last day to enter AP payroll for Pay Period Ending 8/02/2008.		Basic FY2008 dept GAAP packages due  Higher Education Statutory Accounts Payable Information Fund 0901  Higher education federal financial assistance schedules distributed.
<b>August 14 Thursday</b>						All EX documents for Federal Grants due
<b>August 16 Saturday</b>	MMARS Unavailable					

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
<b>August 17 Sunday</b>	MMARS Available					
<b>August 18 Monday</b>				Last day to enter AP payroll for Pay Period Ending 8/16/2008	Last day to complete reconciliation of reports NGA208W for June/Accounting Period 12 2008.	
<b>August 19 Tuesday</b>				Final FY08 payroll run		
<b>August 22 Friday</b>				PH Lapse		
<b>August 24 Sunday</b>	MMARS Available					
<b>August 29 Friday</b>	Final date to enter EXs for FY2008	Final date for processing event type PR 20/21 CEC and GAEC documents.	<p>All FY2008 payments to FINAL status.</p> <p>All FY2008 advances must be accounted for.</p> <p>Final Date for FY 2008 GXR's</p> <p>All FY2008 Payments on hold must be released or cancelled</p>	Final date for FY2008 LARQ (PRADJ)		<p>Higher Education completion of FY2008 activity through June 30<sup>th</sup></p> <p>All FY2008 Federal Grants Payments to FINAL status</p>

**September 2008**

<b>Aug. 30 Saturday</b>	MMARS Unavailable	<p>Lapse FY2008 encumbrances</p> <p>Encumbrance Open Activity Roll (Roll of unspent balance of 2008 lines for capital [2CN], trust [3TN], and Federal funds [4FN]).</p>				
<b>August 31 Sunday</b>	MMARS Unavailable					



**Key Dates**  
**FY2008 Closing & FY2009 Opening**

<b>Date 2008</b>	<b>Appropriation/ Account Management</b>	<b>Encumbrance Management</b>	<b>Disbursement Management</b>	<b>Payroll Management</b>	<b>Revenue Management and Cash Receipts</b>	<b>Other</b>
<b>Sept 5 Friday</b>					Final statutory receivable report due	Higher Ed review preliminary Revenue and Expenditure Tables
<b>Sept 6 Saturday</b>	MMARS Unavailable					Program Asset Generation Depreciation Period 13
<b>Sept 10 Wednesday</b>						Higher Ed Fixed Assets And Lease Information To CTR  Higher Ed Student Loan Supplemental Reporting  Higher Ed Federal Financial Assistance due
<b>Sept 19 Friday</b>						Higher Ed Review final Revenue and Expenditure Tables
<b>Sept. 29 Monday</b>						All FY08 rejected grant draws (ACD or NCD) must be cleared.

**October 2008**

<b>October 6 Monday</b>						Submit info on Federal Grant sub-recipients to General Accounting Bureau
<b>October 15 Wednesday</b>						Higher Ed audited financial statements due in final form. Component Unit Financial Statements due.

**Key Dates**  
**FY2008 Closing & FY2009 Opening**

Date 2008	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
<b>October 31 Friday</b>	FY2008 irregular balances must be resolved for Federal Grants					Statutory Basis Financial Report Issuance date  All Federal Grant Unexpended Balances for ACD and NCD appropriations must be resolved by September 30, 2008.

**December 2008**

<b>December 31 Wednesday</b>						Comprehensive Annual Financial Report issuance date  Reports on Compliance and Internal Control Issuance date
----------------------------------	--	--	--	--	--	---